

12th Judicial District Court

"Employee of the Year"

Nomination Form

Instructions: Nominations may be submitted by any full-time District Court Employee. Please type or print and use additional sheets if necessary. **Signatures are optional.**

Name of Nominee: _____

Division: _____

Position: _____

Rationale for Nomination:

Professionalism:

Customer Service:

Attendance:

Court/County Activities:

Teamwork:

Nomination Submitted By: _____ Date: _____

***Submit Nominations To: District Court Administration
Attention: Anethia Brewer***

12TH JUDICIAL DISTRICT COURT
POLICY/PROCEDURAL MANUAL

PAGE 1 OF 1	DATE: 6/19/01	SUBJECT: News Media – Request for Information
SECTION: PUBLIC RELATIONS & INFORMATION		

POLICY 15-1

PURPOSE: To set forth a policy regarding the release of information to the media and request to cover court proceedings

POLICY:

INFORMATION REQUESTS

All information requests from the News Media referring to the administrative operation of the 12th District Court shall be referred to the Chief Judge. Personnel shall not provide official information and press releases to the news media unless authorized by the Chief Judge.

Case specific information requests from the news media may be handled by the administrative & clerical staff of the court. Requests for comment from the news media on a specific case shall be referred to the judge assigned to the file.

COVERAGE OF COURT PROCEEDINGS

The news media shall be allowed to cover proceedings in court unless excluded or limited by the judge assigned to the file. Any camera or electronic coverage of proceedings in court shall be preceded by a media Request and Notice for Film and Electronic Coverage of Court Proceedings (MC 27). Upon the filing of such a request the respective clerk shall immediately mail a copy of the request (MC 27) to the respective parties. If the request is made within 72 hours of the day of the proceeding, the clerk shall notify the parties by telephone that a media request for coverage of court proceedings has been filed with the court. In such cases, the clerk shall make a notation on the file that the parties were advised of the request by telephone. The court, in its discretion, may waive the filing of such a request, when impractical, due to the circumstances of the case.

The news media shall be allowed access to the hallways of the court unless restricted due to security/safety concerns.

CHIEF JUDGE

MONTHLY ANALYSIS/COMPARISON OF 12TH DISTRICT COURT EXPENSES

	2001 BUDGET	2001 30-Nov	% OF BUDGET	2002 BUDGET	2002 30-Nov	% OF BUDGET	% DIFF 00-01
PERSONAL SERVICES							
703.000 Salary Elective Officials	\$182,900	\$168,824	92.30%	\$182,900	\$168,828	92.31%	0.00%
704.000 Wages, Full Time	\$1,683,752	\$1,525,730	90.61%	\$1,702,329	\$1,591,428	93.49%	4.31%
704.040 Longevity/Incentive	\$43,460	\$16,552	38.08%	\$48,020	\$17,800	37.07%	7.54%
705.000 Wages - Part Time	\$0	\$10,899	0.00%	\$0	\$24,010	#DIV/0!	120.30%
705.500 Casual/Temporary	\$76,505	\$62,476	81.66%	\$77,938	\$53,220	68.28%	-14.82%
706.000 Overtime	\$5,000	\$6,925	138.50%	\$11,739	\$7,722	65.78%	11.51%
711.000 Wages in lieu of Insurance	\$33,000	\$28,625	86.74%	\$18,000	\$18,444	102.47%	-35.57%
715.000 FICA	\$155,518	\$125,561	80.74%	\$158,328	\$129,892	82.04%	3.45%
716.000 Health Insurance	\$250,240	\$223,492	89.31%	\$372,500	\$330,926	88.84%	48.07%
717.000 Life Insurance	\$9,690	\$10,853	112.00%	\$12,255	\$10,133	82.68%	-6.64%
719.000 Workers Comp	\$36,372	\$29,759	81.82%	\$0	\$0	#DIV/0!	-100.00%
721.000 Termination Costs	\$0	\$0	0.00%	\$0	\$3,213	#DIV/0!	#DIV/0!
SUBTOTAL	\$2,476,437	\$2,209,695	89.23%	\$2,584,009	\$2,355,616	91.16%	6.60%
MATERIALS - SUPPLIES							
728.000 Printing & Binding	\$31,000	\$17,613	56.82%	\$25,000	\$28,826	115.30%	63.67%
729.000 Postage	\$25,000	\$29,759	119.04%	\$25,000	\$35,689	142.76%	19.93%
730.000 Office Supplies	\$35,000	\$37,021	105.77%	\$35,000	\$25,761	73.60%	-30.41%
730.800 Transcript Supplies	\$4,000	\$2,500	62.50%	\$4,000	\$1,053	26.31%	-57.90%
734.000 Record Retention	\$1,000	\$8,209	820.91%	\$6,000	\$6,799	113.31%	-17.18%
741.000 Food	\$500	\$625	125.10%	\$700	\$783	111.85%	25.17%
742.000 Ammunition & Supplies	\$500	\$437	87.42%	\$700	\$173	24.70%	-60.45%
745.000 Employee Uniforms	\$1,000	\$107	10.71%	\$750	\$206	27.45%	92.27%
811.000 Dues & Publications	\$5,000	\$6,325	126.50%	\$5,000	\$5,519	110.38%	-12.74%
829.000 Legal Books	\$8,000	\$9,455	118.18%	\$8,000	\$6,651	83.13%	-29.66%
SUBTOTAL	\$111,000	\$112,051	100.95%	\$110,150	\$111,459	101.19%	-0.53%
CONTRACTUAL - OTHERS							
760.136 Drug Testing	\$2,000	\$5,146	257.31%	\$2,200	\$6,754	307.00%	31.24%
760.136 OUIL Blood Draws	\$20,000	\$21,329	106.65%	\$20,000	\$34,060	170.30%	59.69%
801.000 Professional Services	\$2,000	\$1,534	76.72%	\$2,000	\$1,224	61.20%	-20.23%
802.000 Contractual Services	\$10,000	\$10,030	100.30%	\$10,000	\$8,670	86.70%	-13.56%
802.136 Contractual - Court Officer	\$12,000	\$10,930	91.08%	\$12,000	\$10,739	89.49%	-1.74%
802.220 Collection - Bench Warrant	\$50,000	\$57,731	115.46%	\$56,000	\$68,188	121.77%	18.11%
802.500 Courthouse Security	\$75,000	\$63,571	84.76%	\$82,000	\$67,609	82.45%	6.35%
806.000 Transcript of Testimony	\$40,000	\$32,927	82.32%	\$40,000	\$26,833	67.08%	-18.51%
806.010 Prison Transcripts	\$1,000	\$1,058	105.82%	\$2,000	\$472	23.59%	-55.42%
806.100 Interpreter Fees	\$4,000	\$4,448	111.20%	\$4,250	\$5,186	122.03%	16.60%
812.000 Computer Services	\$30,800	\$32,800	106.49%	\$36,080	\$29,979	83.09%	-8.60%
816.000 Service Contracts	\$3,500	\$4,259	121.69%	\$5,500	\$3,714	67.53%	-12.79%
816.020 Computer Software	\$5,000	\$8,194	163.89%	\$3,500	\$1,842	52.62%	-77.52%
816.030 Credit Reporting	\$300	\$358	119.33%	\$300	\$0	0.00%	-100.00%
820.000 Laundry Services	\$0	\$0	#DIV/0!	\$0	\$120	#DIV/0!	#DIV/0!
827.000 Impound Fees	\$1,500	\$0	0.00%	\$750	\$0	0.00%	#DIV/0!
850.050 Internet Services	\$500	\$897	179.40%	\$700	\$1,584	226.25%	76.56%
SUBTOTAL	\$257,100	\$255,214	99.27%	\$277,280	\$266,975	96.28%	4.61%
OTHER EXPENSES							
850.000 Telephone	\$37,000	\$28,120	76.00%	\$34,000	\$25,765	75.78%	-8.37%
861.000 Mileage	\$600	\$52	8.68%	\$500	\$232	46.34%	344.72%
861.100 Professional Development	\$3,000	\$2,986	99.54%	\$3,000	\$5,214	173.82%	74.61%
863.000 Vehicle Repair	\$1,000	\$245	24.48%	\$700	\$50	7.15%	-79.57%
864.000 Gas & Oil	\$400	\$93	23.20%	\$500	\$141	28.12%	51.50%
865.000 Freight Charges	\$0	\$4	#DIV/0!	\$0	\$41	#DIV/0!	918.00%
866.000 Bonding Expense	\$500	\$1,976	395.20%	\$2,000	\$861	43.05%	-56.43%
933.000 Maint. of Office Equip	\$7,000	\$5,614	80.20%	\$7,000	\$8,230	117.57%	46.60%
957.000 Employee Training	\$7,000	\$2,897	41.39%	\$7,000	\$6,210	88.72%	114.34%
959.000 Miscellaneous	\$0	\$0	#DIV/0!	\$0	\$204	#DIV/0!	#DIV/0!
SUBTOTAL	\$56,500	\$41,987	74.31%	\$54,700	\$46,947	85.83%	11.81%
TOTALS	\$2,901,037	\$2,618,946	90.28%	\$3,026,139	\$2,780,997	91.90%	
				<i>encumbered</i>	<i>\$93</i>		

NOV Expenditures = \$247,949

\$2,781,090

12/11/2002

12TH JUDICIAL DISTRICT COURT

COLLECTION DEPARTMENT REPORT

<u>YEAR</u>	<u>MONTH</u>	<u>INTERNAL</u>	<u>CIRCUIT</u>	<u>FAMILY</u>	<u>EXTERNAL</u>	<u>TOTAL</u>
2002	01	\$120086.00			\$18941.85	\$139027.85
	02	\$129612.19			\$25674.11	\$155286.30
	03	\$106985.83			\$18572.00	\$125557.83
	04	\$98877.50			\$30397.80	\$129275.30
	05	\$108046.39			\$18701.00	\$126747.39
	06	\$94169.63			\$16322.00	\$110491.63
	07	\$86229.43			\$11792.00	\$98021.43
	08	\$108859.10			\$14814.94	\$123674.04
	09	\$92736.50			\$9560.30	\$102296.80
	10	\$126575.47			\$13779.41	\$140354.88
	11	\$90369.27			\$18667.67	\$109036.94
Total		\$1162547.31	\$0.00	\$0.00	\$197223.08	\$1359770.39
2001	01	\$105402.67		\$4651.00	\$16426.00	\$126479.67
	02	\$126300.53		\$565.00	\$17086.00	\$143951.53
	03	\$105690.00		\$190.00	\$14326.00	\$120206.00
	04	\$98941.59		\$88.00	\$8825.00	\$107854.59
	05	\$109024.79		\$154.00	\$12694.76	\$121873.55
	06	\$81887.34	\$1118.30	\$2351.00	\$13129.50	\$98486.14
	07	\$91501.16		\$90.00	\$14182.92	\$105774.08
	08	\$95065.50		\$1094.00	\$21319.75	\$117479.25
	09	\$87341.00		\$381.00	\$14891.00	\$102613.00
	10	\$91548.00			\$12716.00	\$104264.00
	11	\$61212.50			\$14963.00	\$76175.50
Total		\$1053915.08	\$1118.30	\$9564.00	\$160559.93	\$1225157.31
2000	01	\$81362.06	\$1150.00	\$230.00	\$7768.00	\$90510.06
	02	\$120126.92	\$4955.00	\$1117.50	\$13463.00	\$139662.42
	03	\$119860.63	\$1070.00	\$320.00	\$17491.00	\$138741.63
	04	\$78940.03	\$175.00	\$3014.52	\$8147.00	\$90276.55
	05	\$109430.00	\$2017.00	\$1118.00	\$4400.00	\$116965.00
	06	\$79325.00	\$195.00	\$1515.00	\$6940.00	\$87975.00
	07	\$81455.73	\$554.56	\$610.00	\$11850.00	\$94470.29
	08	\$89721.25	\$420.38	\$1320.00	\$15178.50	\$106640.13
	09	\$79758.30	\$55.00	\$601.00	\$21058.50	\$101472.80
	10	\$89374.80		\$264.00	\$16951.60	\$106590.40
	11	\$81937.00		\$1187.00	\$15019.00	\$98143.00
Total		\$1011291.72	\$10591.94	\$11297.02	\$138266.60	\$1171447.28
1999	01	\$43995.50			\$8595.00	\$52590.50
	02	\$54652.99			\$15262.00	\$69914.99
	03	\$86791.00			\$23688.00	\$110479.00
	04	\$74659.28			\$24020.90	\$98680.18
	05	\$72424.37			\$14977.00	\$87401.37
	06	\$78034.44			\$17581.80	\$95616.24

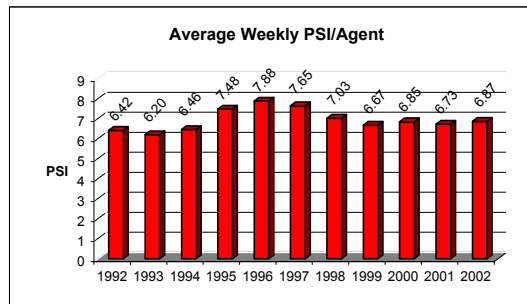
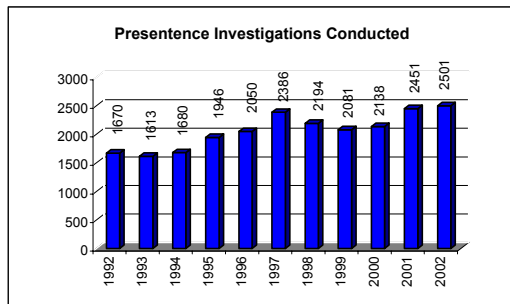
12TH JUDICIAL DISTRICT COURT

COLLECTION DEPARTMENT REPORT

YEAR	MONTH	INTERNAL	CIRCUIT	FAMILY	EXTERNAL	TOTAL
1999	06	\$75555.44			\$17551.00	\$93106.44
	07	\$75816.36			\$22124.40	\$97940.76
	08	\$72692.10	\$130.00	\$420.00	\$16417.80	\$89659.90
	09	\$81755.15	\$825.00	\$430.00	\$18767.42	\$101777.57
	10	\$87870.82	\$1455.00	\$635.98	\$20893.26	\$110855.06
	11	\$88775.22	\$1585.00	\$684.00	\$9267.00	\$100311.22
Total		\$817467.23	\$3995.00	\$2169.98	\$191594.58	\$1015226.79
1998	01	\$33743.84			\$14048.00	\$47791.84
	02	\$55555.00			\$24355.00	\$79910.00
	03	\$56559.69			\$19976.00	\$76535.69
	04	\$54416.62			\$14428.06	\$68844.68
	05	\$52681.61			\$15951.00	\$68632.61
	06	\$47815.18			\$9857.00	\$57672.18
	07	\$46491.00			\$10421.00	\$56912.00
	08	\$51941.75			\$5808.00	\$57749.75
	09	\$69133.54			\$2857.00	\$71990.54
	10	\$55217.00			\$2456.00	\$57673.00
	11	\$50192.00			\$2289.00	\$52481.00
Total		\$573747.23	\$0.00	\$0.00	\$122446.06	\$696193.29

12th District Court Probation Presentence Investigations Conducted

	<u>1992</u>	<u>1993</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>	<u>1999</u>	<u>2000</u>	<u>2001</u>	<u>2002</u>	<u>% Diff</u> <u>02 to 01</u>	<u>Monthly</u> <u>Case/Agent</u>
Jan	182	124	128	164	147	188	193	198	231	217	194	-10.60%	27.71
Feb	129	111	108	119	148	169	134	127	187	202	160	-20.79%	22.86
March	171	171	150	143	172	207	180	196	237	157	193	22.93%	27.57
April	143	130	119	155	181	192	189	117	142	178	197	10.67%	28.14
May	170	109	109	172	141	163	210	178	207	246	207	-15.85%	29.57
June	106	150	193	167	211	222	193	186	191	222	198	-10.81%	28.29
July	104	138	100	175	148	231	177	113	152	182	208	14.29%	29.71
August	140	106	141	150	186	245	233	212	190	233	251	7.73%	35.86
September	115	170	158	171	185	164	165	169	162	188	214	13.83%	30.57
October	142	144	130	205	184	206	212	205	126	225	299	32.89%	42.71
November	165	145	171	142	156	237	155	177	170	228	174	-23.68%	24.86
December	103	115	173	183	191	162	153	203	143	173	206	19.08%	29.43
TOTALS	1670	1613	1680	1946	2050	2386	2194	2081	2138	2451	2501		
	6.42	6.20	6.46	7.48	7.88	7.65	7.03	6.67	6.85	6.73	6.87		



JACKSON COUNTY COURTHOUSE SECURITY REPORT

January 6, 2003

Year	Month	Guns	Aerosols	Ammo	Chem Irritant	Knives	Cutting Tools	Tools	Other	Total Detected	Items Left
2002	1	0	20	10	19	124	120	67	13	373	78
	2	0	19	5	16	109	89	53	10	301	69
	3	0	12	1	11	116	75	81	31	327	63
	4	1	5	0	19	100	52	51	12	240	34
	5	0	14	1	21	115	99	72	7	329	35
	6	0	8	0	17	101	90	60	7	283	20
	7	0	5	11	11	126	101	64	39	357	33
	8	0	5	1	18	190	114	181	57	566	74
	9	1	13	32	13	505	165	340	182	1251	166
	10	0	7	6	12	1089	363	748	706	2931	482
	11	0	3	18	25	1072	287	827	936	3168	585
	12	0	3	11	19	941	236	1209	397	2816	295
Total		2	114	96	201	4588	1791	3753	2397	12942	1934
2001	1	0	4	0	9	126	48	93	4	284	19
	2	1	9	0	7	130	50	96	2	295	5
	3	0	13	5	16	185	67	116	4	406	23
	4	0	5	5	17	146	47	84	1	305	24
	5	0	13	0	11	160	50	107	8	349	30
	6	0	6	0	15	169	53	77	10	330	22
	7	0	4	0	13	222	51	76	13	379	30
	8	1	6	0	8	169	84	66	41	375	34
	9	1	5	1	15	170	57	55	13	317	31
	10	0	9	3	20	152	114	82	40	420	82
	11	0	7	0	17	154	114	44	11	347	65
	12	1	10	10	2	119	84	54	10	290	71
Total		4	91	24	150	1902	819	950	157	4097	436
2000	1	1	10	3	12	69	7	30	0	132	0

JACKSON COUNTY COURTHOUSE SECURITY REPORT

January 6, 2003

<u>Year</u>	<u>Month</u>	<u>Guns</u>	<u>Aerosols</u>	<u>Ammo</u>	<u>Chem Irritant</u>	<u>Knives</u>	<u>Cutting Tools</u>	<u>Tools</u>	<u>Other</u>	<u>Total Detected</u>	<u>Items Left</u>
2000	2	0	5	0	0	72	11	41	0	129	0
	3	1	5	1	14	88	10	36	0	155	0
	4	0	4	3	0	78	0	26	0	111	0
	5	1	3	0	0	84	0	30	1	119	0
	6	0	0	1	22	100	30	50	1	204	0
	7	0	3	0	14	148	55	40	0	260	0
	8	0	4	0	14	120	2	56	1	197	0
	9	0	6	0	8	114	27	32	24	211	0
	10	0	2	0	7	167	19	46	18	259	0
	11	0	4	3	9	144	38	58	1	257	25
	12	0	7	3	6	130	123	61	7	337	19
		<u>3</u>	<u>53</u>	<u>14</u>	<u>106</u>	<u>1314</u>	<u>322</u>	<u>506</u>	<u>53</u>	<u>2371</u>	<u>44</u>
Total		3	53	14	106	1314	322	506	53	2371	44

MONTHLY ANALYSIS/COMPARISON OF 12TH DISTRICT COURT REVENUES

	2001 BUDGET	2001 30-Nov	% OF BUDGET	2002 BUDGET	2002 30-Nov	% OF BUDGET	% DIFF 02-01
DISTRICT COURT 101-136							
541.000 State Judges Supplement	\$182,900	\$137,397	75.12%	\$182,900	\$181,966	99.49%	32.44%
556.000 Drunk Driving Assistance	\$36,725	\$36,725	100.00%	\$49,163	\$49,163	100.00%	0.00%
560.020 Grant - JTSP	\$5,012	\$6,281	0.00%	\$5,000	\$6,281	125.62%	0.00%
604.000 Probation Oversight	\$281,400	\$259,406	92.18%	\$300,900	\$305,452	101.51%	17.75%
604.010 Presentence Fees	\$202,100	\$189,257	93.65%	\$214,000	\$208,065	97.23%	9.94%
604.020 Screening & Assessment Fee	\$60,800	\$54,522	89.67%	\$60,000	\$74,105	123.51%	35.92%
608.010 Civil Fees	\$181,000	\$218,253	120.58%	\$198,000	\$241,781	122.11%	10.78%
625.020 Miscellaneous Fees	\$141,200	\$122,857	87.01%	\$191,200	\$321,028	167.90%	161.30%
657.010 Ordinance Fines & Costs	\$1,069,500	\$1,160,828	108.54%	\$1,280,000	\$1,132,751	88.50%	-2.42%
660.010 Court Costs	\$2,270,593	\$1,821,032	80.20%	\$1,950,000	\$2,126,072	109.03%	16.75%
663.010 Bonds Forfeited	\$16,300	\$28,166	172.80%	\$25,000	\$10,564	42.26%	-62.49%
689.041 Drug Testing	\$0	\$3,310	#DIV/0!	\$0	\$3,664	#DIV/0!	10.69%
SUBTOTAL	\$4,447,530	\$4,038,035	90.79%	\$4,456,163	\$4,660,892	104.59%	15.42%
INTENSIVE SUPERVISION 101-279							
601.000 Intensive Supervision Fees	\$125,000	\$118,670	94.94%	\$120,000	\$127,586	106.32%	7.51%
SUBTOTAL	\$125,000	\$118,670	94.94%	\$120,000	\$127,586	106.32%	7.51%
DEFENSE CRIMINALS 101-230							
689.080 District Court	\$100,000	\$88,967	88.97%	\$100,000	\$99,433	99.43%	11.76%
SUBTOTAL	\$100,000	\$88,967	88.97%	\$100,000	\$99,433	99.43%	11.76%
TOTALS	\$4,672,530	\$4,245,672	90.86%	\$4,676,163	\$4,887,911	104.53%	15.13%

CASELOAD TOTALS - Month to Date

YEAR	2002				TOTALS
	MONTH	CRIMINAL	TRAFFIC	CIVIL	
	1	925	5242	1183	7350
	2	655	3774	703	5132
	3	724	4691	735	6150
	4	559	4596	732	5887
	5	475	5874	838	7187
	6	551	4416	758	5725
	7	587	6125	828	7540
	8	696	6599	758	8053
	9	484	5086	794	6364
	10	466	4951	975	6392
	11	390	3958	604	4952
Sum		6512	55312	8908	70732

YEAR	2001				TOTALS
	MONTH	CRIMINAL	TRAFFIC	CIVIL	
	1	847	4089	762	5698
	2	633	4021	780	5434
	3	624	5200	757	6581
	4	695	4813	641	6149
	5	475	5322	703	6500
	6	842	5383	811	7036
	7	889	5527	738	7154
	8	849	5206	809	6864
	9	719	5085	651	6455
	10	591	4365	923	5879

11	755	4359	667	5781
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Sum	7919	53370	8242	69531
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YEAR	2000
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<i>MONTH</i>	<i>CRIMINAL</i>	<i>TRAFFIC</i>	<i>CIVIL</i>	<i>TOTALS</i>
1	637	4673	717	6027
2	672	4467	574	5713
3	641	5946	646	7233
4	607	3917	644	5168
5	685	5875	624	7184
6	623	3868	712	5203
7	727	4656	674	6057
8	686	5091	760	6537
9	689	4517	589	5795
10	630	4571	642	5843
11	720	4462	662	5844
Sum	7317	52043	7244	66604

YEAR	1999
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<i>MONTH</i>	<i>CRIMINAL</i>	<i>TRAFFIC</i>	<i>CIVIL</i>	<i>TOTALS</i>
1	444	3129	598	4171
2	529	4323	577	5429
3	587	5003	611	6201
4	573	4325	610	5508
5	656	4367	594	5617
6	754	6366	613	7733
7	847	5109	659	6615
8	862	4625	655	6142
9	641	5437	570	6648
10	566	4620	703	5889

	11	699	4644	484	5827
<i>Sum</i>		7158	51948	6674	65780

YEAR

1998

<i>MONTH</i>		<i>CRIMINAL</i>	<i>TRAFFIC</i>	<i>CIVIL</i>	<i>TOTALS</i>
	1	663	4361	639	5663
	2	566	3319	849	4734
	3	441	3749	699	4889
	4	618	3452	600	4670
	5	578	3538	506	4622
	6	632	3702	644	4978
	7	731	4142	542	5415
	8	743	3752	645	5140
	9	704	3946	707	5357
	10	612	3104	641	4357
	11	537	4802	494	5833
<i>Sum</i>		6825	41867	6966	55658

Criminal Division - Caseload Report

*Extra = Extradition; Fel - Traf = Felony Traffic; Fel - OUIL = Felony OUIL; Misd St - Statute Misdemeanor; Misd Ord = Ordinance Misdemeanor;
DD - St = Statute Drunk Driving; DD - ORD = Ordinance Drunk Driving*

Year 2002

<i>Month</i>	<i>Extrad</i>	<i>Felony</i>	<i>Fel - Traf</i>	<i>Fel - OUIL</i>	<i>Misd - St</i>	<i>Misd - Od</i>	<i>DD - St</i>	<i>DD - Ord</i>	<i>TOTALS</i>
1	0	155	5	13	262	328	68	94	925
2	0	130	0	8	190	221	41	65	655
3	0	101	1	11	224	199	76	112	724
4	0	50	4	6	156	192	41	110	559
5	0	49	6	11	122	157	48	82	475
6	0	75	1	11	200	167	38	59	551
7	1	51	2	9	225	198	40	61	587
8	1	75	2	9	271	227	43	68	696
9	1	40	4	6	163	168	65	37	484
10	2	55	3	4	183	126	58	35	466
11	1	41	4	10	122	130	45	37	390
Sum	6	822	32	98	2118	2113	563	760	6512

Year 2001

<i>Month</i>	<i>Extrad</i>	<i>Felony</i>	<i>Fel - Traf</i>	<i>Fel - OUIL</i>	<i>Misd - St</i>	<i>Misd - Od</i>	<i>DD - St</i>	<i>DD - Ord</i>	<i>TOTALS</i>
1	0	140	0	6	589	0	112	0	847
2	0	114	0	8	411	0	100	0	633
3	0	111	0	12	418	0	83	0	624
4	0	129	0	8	475	0	83	0	695
5	0	144	0	12	464	0	104	0	724
6	0	113	0	10	598	0	111	0	832
7	0	146	0	8	622	0	113	0	889
8	0	110	0	8	602	0	129	0	849
9	0	93	0	12	462	0	84	0	651
10	0	106	0	13	358	0	114	0	591

	11	0	128	0	7	525	0	95	0	755
Sum		0	1334	0	104	5524	0	1128	0	8090

Year *2000*

<i>Month</i>	<i>Extrad</i>	<i>Felony</i>	<i>Fel - Traf</i>	<i>Fel - OUIL</i>	<i>Misd - St</i>	<i>Misd - Od</i>	<i>DD - St</i>	<i>DD - Ord</i>	<i>TOTALS</i>
1	0	99	0	10	433	0	95	0	637
2	0	86	0	8	477	0	97	0	668
3	0	94	0	9	432	0	101	0	636
4	0	111	0	17	412	0	67	0	607
5	0	123	0	13	467	0	76	0	679
6	0	130	0	10	404	0	79	0	623
7	0	131	0	14	491	0	91	0	727
8	0	136	0	9	448	0	93	0	686
9	0	117	0	11	370	0	91	0	589
10	0	111	0	8	427	0	84	0	630
11	0	134	0	13	461	0	112	0	720
Sum	0	1272	0	122	4822	0	986	0	7202

Year *1999*

<i>Month</i>	<i>Extrad</i>	<i>Felony</i>	<i>Fel - Traf</i>	<i>Fel - OUIL</i>	<i>Misd - St</i>	<i>Misd - Od</i>	<i>DD - St</i>	<i>DD - Ord</i>	<i>TOTALS</i>
1	0	91	0	11	295	0	47	0	444
2	0	121	0	2	310	0	95	0	528
3	0	118	0	12	339	0	116	0	585
4	0	113	0	6	379	0	75	0	573
5	0	119	0	7	446	0	83	0	655
6	0	102	0	5	552	0	95	0	754
7	0	120	0	7	629	0	91	0	847
8	0	133	0	10	595	0	124	0	862
9	0	96	0	8	370	0	96	0	570
10	0	113	0	17	363	0	73	0	566
11	0	124	0	13	453	0	109	0	699

Sum	0	1250	0	98	4731	0	1004	0	7083	
Year	1998									
	Month	Extrad	Felony	Fel - Traf	Fel - OUIL	Misd - St	Misd - Od	DD - St	DD - Ord	TOTALS
	1	0	135	0	6	442	0	80	0	663
	2	0	117	0	5	367	0	76	0	565
	3	0	93	0	6	271	0	71	0	441
	4	0	97	0	8	416	0	97	0	618
	5	0	98	0	8	396	0	76	0	578
	6	0	115	0	6	415	0	95	0	631
	7	0	132	0	8	484	0	107	0	731
	8	0	136	0	10	497	0	100	0	743
	9	0	139	0	7	468	0	93	0	707
	10	0	117	0	6	381	0	108	0	612
	11	0	123	0	10	304	0	100	0	537
Sum	0	1302	0	80	4441	0	1003	0	6826	

Traffic Division - Caseload Report

Trf Md - St = Statute Traffic Misdemeanor; Trf MD - Od = Ordinance Traffic Misdemeanor; Trf CI - St = Statute Traffic Civil Infraction; Trf CI - Or = Ordinance Traffic Civil Infraction; Prk Ord = Ordinance Parking; Prk -St = Statute Parking; State CI = State Civil Infraction; Munc CI = Municipal Civil Infraction

Year 2002

Month	Trf Md - St	Trf Md - Od	Trf CI - St	Trf CI - Od	Prk - Od	Prk - St	State CI	Munc CI	TOTAL
1	569	547	1897	2177	40	12	0	0	5242
2	310	390	1247	1784	27	15	0	1	3774
3	572	449	1613	2018	22	16	1	0	4691
4	455	414	1675	2009	34	8	1	0	4596
5	462	470	2245	2575	18	18	85	1	5874
6	322	332	1995	1591	11	20	141	4	4416
7	402	378	2769	2407	3	15	151	0	6125
8	466	460	2888	2536	21	9	214	5	6599
9	407	407	2260	1736	10	13	251	2	5086
10	438	453	2078	1705	7	19	250	1	4951
11	315	332	1597	1528	28	14	144	0	3958
Sum	4718	4632	22264	22066	221	159	1238	14	55312

Year 2001

Month	Trf Md - St	Trf Md - Od	Trf CI - St	Trf CI - Od	Prk - Od	Prk - St	State CI	Munc CI	TOTAL
1	781	0	3305	0	0	0	3	0	4089
2	737	0	3284	0	0	35	0	0	4056
3	727	0	4473	0	0	23	0	0	5223
4	690	0	4095	0	0	26	2	0	4813
5	645	0	4677	0	0	40	1	0	5363
6	808	0	4575	0	0	27	10	0	5420
7	744	0	4747	0	0	32	4	0	5527
8	888	0	4293	0	0	24	1	0	5206
9	732	0	4299	0	0	52	2	0	5085
10	747	0	3597	0	0	21	0	0	4365
11	704	0	3628	0	0	27	0	0	4359
Sum	8203	0	44973	0	0	307	23	0	53506

Year *2000*

<i>Month</i>	<i>Trf Md - St</i>	<i>Trf Md - Od</i>	<i>Trf CI - St</i>	<i>Trf CI - Od</i>	<i>Prk - Od</i>	<i>Prk - St</i>	<i>State CI</i>	<i>Munc CI</i>	<i>TOTAL</i>
1	1132	0	3512	0	0	29	0	0	4673
2	932	0	3535	0	0	0	4	0	4471
3	1191	0	4755	0	0	34	5	0	5985
4	791	0	3160	0	0	25	1	0	3977
5	945	0	4930	0	0	25	6	0	5906
6	778	0	3090	0	0	11	0	0	3879
7	795	0	3836	0	0	23	2	0	4656
8	810	0	4261	0	0	20	0	0	5091
9	760	0	3757	0	0	0	0	0	4517
10	862	0	3707	0	0	0	2	0	4571
11	856	0	3571	0	0	35	0	0	4462
Sum	9852	0	42114	0	0	202	20	0	52188

Year *1999*

<i>Month</i>	<i>Trf Md - St</i>	<i>Trf Md - Od</i>	<i>Trf CI - St</i>	<i>Trf CI - Od</i>	<i>Prk - Od</i>	<i>Prk - St</i>	<i>State CI</i>	<i>Munc CI</i>	<i>TOTAL</i>
1	554	0	2539	0	0	36	0	0	3129
2	613	0	3710	0	0	7	1	0	4331
3	910	0	4093	0	0	20	2	0	5025
4	748	0	3568	0	0	9	0	0	4325
5	771	0	3596	0	0	25	1	0	4393
6	976	0	5390	0	0	15	0	0	6381
7	931	0	4157	0	0	18	3	0	5109
8	874	0	3731	0	0	20	0	0	4625
9	987	0	4431	0	0	19	0	0	5437
10	987	0	3590	0	0	42	1	0	4620
11	1007	0	3608	0	0	29	0	0	4644
Sum	9358	0	42413	0	0	240	8	0	52019

Year *1998*

<i>Month</i>	<i>Trf Md - St</i>	<i>Trf Md - Od</i>	<i>Trf CI - St</i>	<i>Trf CI - Od</i>	<i>Prk - Od</i>	<i>Prk - St</i>	<i>State CI</i>	<i>Munc CI</i>	<i>TOTAL</i>
1	660	0	3669	0	0	32	0	0	4361
2	581	0	2738	0	0	23	1	0	3343
3	735	0	3014	0	0	22	0	0	3771

4	723	0	2718	0	0	11	0	0	3452
5	721	0	2817	0	0	12	0	0	3550
6	713	0	2989	0	0	8	1	0	3711
7	736	0	3374	0	0	32	0	0	4142
8	656	0	3082	0	0	14	0	0	3752
9	699	0	3242	0	0	5	0	0	3946
10	576	0	2519	0	0	9	0	0	3104
11	858	0	3934	0	0	10	0	0	4802
Sum	7658	0	34096	0	0	178	2	0	41934

Civil Division - Caseload Report

Gen Civ = Geneal Civil; Civ Misc = Civil Miscellaneous; Sm Claims = Smaill Claims; Land Ten = Landlord Tenant; Sum Pro = Summary Proceedings

Year 2002

<i>Month</i>	<i>Gen Civ</i>	<i>Civ Misc</i>	<i>Sm Claims</i>	<i>Land Ten</i>	<i>Sum Pro</i>	<i>TOTAL</i>
1	678	3	217	282	3	1183
2	302	7	159	229	6	703
3	307	3	213	205	7	735
4	309	4	149	266	4	732
5	409	2	153	268	6	838
6	297	0	202	255	4	758
7	403	1	132	286	6	828
8	323	3	123	305	4	758
9	304	0	184	303	3	794
10	471	2	179	318	5	975
11	235	1	143	221	4	604
Sum	4038	26	1854	2938	52	8908

Year 2001

<i>Month</i>	<i>Gen Civ</i>	<i>Civ Misc</i>	<i>Sm Claims</i>	<i>Land Ten</i>	<i>Sum Pro</i>	<i>TOTAL</i>
1	265	0	292	205	0	762
2	358	0	244	178	0	780
3	303	0	216	238	0	757
4	254	0	166	221	0	641
5	288	0	259	156	0	703
6	376	0	166	269	0	811
7	324	0	149	265	0	738
8	366	0	162	281	0	809

	9	254	0	202	263	0	719
	10	489	0	186	248	0	923
	11	213	0	274	180	0	667
Sum		3490	0	2316	2504	0	8310

Year *2000*

<i>Month</i>	<i>Gen Civ</i>	<i>Civ Misc</i>	<i>Sm Claims</i>	<i>Land Ten</i>	<i>Sum Pro</i>	<i>TOTAL</i>
1	253	0	155	309	0	717
2	208	0	162	204	0	574
3	236	0	187	223	0	646
4	309	0	127	208	0	644
5	240	0	175	209	0	624
6	279	0	186	247	0	712
7	284	0	136	254	0	674
8	282	0	214	264	0	760
9	276	0	202	211	0	689
10	216	0	194	232	0	642
11	264	0	177	221	0	662
Sum	2847	0	1915	2582	0	7344

Year *1999*

<i>Month</i>	<i>Gen Civ</i>	<i>Civ Misc</i>	<i>Sm Claims</i>	<i>Land Ten</i>	<i>Sum Pro</i>	<i>TOTAL</i>
1	239	0	139	220	0	598
2	227	0	129	221	0	577
3	241	0	188	182	0	611
4	310	0	117	183	0	610
5	209	0	148	237	0	594
6	249	0	170	194	0	613

7	277	0	131	251	0	659
8	281	0	138	236	0	655
9	256	0	169	216	0	641
10	257	0	164	282	0	703
11	167	0	153	164	0	484

Sum	2713	0	1646	2386	0	6745
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Year *1998*

<i>Month</i>	<i>Gen Civ</i>	<i>Civ Misc</i>	<i>Sm Claims</i>	<i>Land Ten</i>	<i>Sum Pro</i>	<i>TOTAL</i>
1	267	0	182	190	0	639
2	534	0	175	140	0	849
3	353	0	200	146	0	699
4	265	0	164	171	0	600
5	200	0	115	191	0	506
6	249	0	165	230	0	644
7	171	0	145	226	0	542
8	315	0	108	222	0	645
9	266	0	214	224	0	704
10	227	0	202	212	0	641
11	239	0	124	131	0	494

Sum	3086	0	1794	2083	0	6963
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ISP SUMMARY REPORT

Year 2002

<i>Month</i>	<i>District</i>	<i>Circuit</i>	<i>Revenue</i>	<i>Expense</i>	<i>Acct Balance</i>	<i>Jail Savings</i>	<i>Benefit to County</i>
1	\$7,272.50	\$350.00	\$7,622.50	\$13,294.00	(\$5,671.50)	\$33,600.00	\$27,928.50
2	\$6,185.50	\$1,130.00	\$7,315.50	\$10,008.00	(\$2,692.50)	\$29,575.00	\$26,882.50
3	\$5,355.00	\$1,930.00	\$7,285.00	\$14,793.00	(\$7,508.00)	\$38,360.00	\$30,852.00
4	\$7,978.00	\$900.00	\$8,878.00	\$10,837.00	(\$1,959.00)	\$42,560.00	\$40,601.00
5	\$11,525.50	\$2,455.00	\$13,980.50	\$12,893.00	\$1,087.50	\$52,570.00	\$53,657.50
6	\$12,476.00	\$700.00	\$13,176.00	\$11,524.00	\$1,652.00	\$49,665.00	\$51,317.00
7	\$12,544.00	\$1,410.00	\$13,954.00	\$10,390.00	\$3,564.00	\$46,795.00	\$50,359.00
8	\$8,945.25	\$2,110.50	\$11,055.75	\$17,289.00	(\$6,233.25)	\$51,450.00	\$45,216.75
9	\$11,018.00	\$1,829.00	\$12,847.00	\$9,904.00	\$2,943.00	\$51,940.00	\$54,883.00
10	\$12,884.25	\$2,655.00	\$15,539.25	\$11,049.00	\$4,490.25	\$78,575.00	\$83,065.25
11	\$12,889.50	\$3,043.00	\$15,932.50	\$11,102.00	\$4,830.50	\$53,690.00	\$58,520.50
Sum	\$109,073.50	\$18,512.50	\$127,586.00	\$133,083.00	(\$5,497.00)	\$528,780.00	\$523,283.00

Year 2001

<i>Month</i>	<i>District</i>	<i>Circuit</i>	<i>Revenue</i>	<i>Expense</i>	<i>Acct Balance</i>	<i>Jail Savings</i>	<i>Benefit to County</i>
1	\$4,135.50	\$1,944.00	\$6,079.50	\$8,183.00	(\$2,103.50)	\$32,200.00	\$30,096.50
2	\$8,696.30	\$1,230.00	\$9,926.30	\$8,086.00	\$1,840.30	\$36,155.00	\$37,995.30
3	\$9,999.27	\$860.00	\$10,859.27	\$12,272.80	(\$1,413.53)	\$49,910.00	\$48,496.47

4	\$11,279.50	\$419.00	\$11,698.50	\$8,444.00	\$3,254.50	\$49,280.00	\$52,534.50
5	\$12,234.00	\$150.00	\$12,384.00	\$10,957.00	\$1,427.00	\$51,905.00	\$53,332.00
6	\$8,487.30	\$930.00	\$9,417.30	\$10,338.39	(\$921.09)	\$41,580.00	\$40,658.91
7	\$12,063.20	\$1,957.00	\$14,020.20	\$9,515.00	\$4,505.20	\$48,370.00	\$52,875.20
8	\$9,226.00	\$2,133.75	\$11,359.75	\$12,274.00	(\$914.25)	\$48,755.00	\$47,840.75
9	\$7,915.75	\$708.00	\$8,623.75	\$9,136.00	(\$512.25)	\$40,040.00	\$39,527.75
10	\$10,835.00	\$1,261.50	\$12,096.50	\$10,493.00	\$1,603.50	\$40,530.00	\$42,133.50
11	\$11,419.00	\$786.00	\$12,205.00	\$9,066.00	\$3,139.00	\$41,615.00	\$44,754.00
Sum	\$106,290.82	\$12,379.25	\$118,670.07	\$108,765.19	\$9,904.88	\$480,340.00	\$490,244.88

Year 2000

<i>Month</i>	<i>District</i>	<i>Circuit</i>	<i>Revenue</i>	<i>Expense</i>	<i>Acct Balance</i>	<i>Jail Savings</i>	<i>Benefit to County</i>
1	\$5,457.92	\$230.00	\$5,687.92	\$7,637.67	(\$1,949.75)	\$30,380.00	\$28,430.25
2	\$10,173.82	\$909.00	\$11,082.82	\$11,043.33	\$39.49	\$28,070.00	\$28,109.49
3	\$8,206.36	\$1,102.00	\$9,308.36	\$14,115.00	(\$4,806.64)	\$32,690.00	\$27,883.36
4	\$8,116.10	\$3,160.00	\$11,276.10	\$9,850.24	\$1,425.86	\$31,920.00	\$33,345.86
5	\$6,464.00	\$1,869.00	\$8,333.00	\$9,133.00	(\$800.00)	\$39,900.00	\$39,100.00
6	\$12,112.00	\$908.50	\$13,020.50	\$9,343.50	\$3,677.00	\$36,575.00	\$40,252.00
7	\$7,424.60	\$725.50	\$8,150.10	\$9,020.27	(\$870.17)	\$32,760.00	\$31,889.83
8	\$7,492.50	\$200.00	\$7,692.50	\$9,137.00	(\$1,444.50)	\$40,005.00	\$38,560.50
9	\$8,708.00	\$935.00	\$9,643.00	\$13,153.52	(\$3,510.52)	\$36,575.00	\$33,064.48
10	\$9,369.50	\$1,824.40	\$11,193.90	\$9,751.00	\$1,442.90	\$39,620.00	\$41,062.90
11	\$7,551.30	\$1,787.00	\$9,338.30	\$9,147.00	\$191.30	\$33,705.00	\$33,896.30

Sum	\$91,076.10	\$13,650.40	\$104,726.50	\$111,331.53	(\$6,605.03)	\$382,200.00	\$375,594.97
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Year 1999

<i>Month</i>	<i>District</i>	<i>Circuit</i>	<i>Revenue</i>	<i>Expense</i>	<i>Acct Balance</i>	<i>Jail Savings</i>	<i>Benefit to County</i>
1	\$8,761.00	\$0.00	\$8,761.00	\$4,868.00	\$3,893.00	\$21,875.00	\$25,768.00
2	\$6,927.50	\$0.00	\$6,927.50	\$5,639.29	\$1,288.21	\$22,645.00	\$23,933.21
3	\$12,623.52	\$0.00	\$12,623.52	\$6,323.34	\$6,300.18	\$24,220.00	\$30,520.18
4	\$11,369.50	\$0.00	\$11,369.50	\$7,487.03	\$3,882.47	\$27,300.00	\$31,182.47
5	\$9,874.00	\$0.00	\$9,874.00	\$6,880.93	\$2,993.07	\$30,380.00	\$33,373.07
6	\$8,686.50	\$0.00	\$8,686.50	\$6,820.62	\$1,865.88	\$31,150.00	\$33,015.88
7	\$13,241.80	\$0.00	\$13,241.80	\$5,899.99	\$7,341.81	\$33,460.00	\$40,801.81
8	\$9,057.50	\$991.00	\$10,048.50	\$7,866.40	\$2,182.10	\$33,460.00	\$35,642.10
9	\$9,943.60	\$1,174.00	\$11,117.60	\$5,473.65	\$5,643.95	\$31,150.00	\$36,793.95
10	\$7,193.90	\$990.00	\$8,183.90	\$10,729.16	(\$2,545.26)	\$28,070.00	\$25,524.74
11	\$9,355.49	\$1,183.00	\$10,538.49	\$9,899.88	\$638.61	\$24,900.00	\$25,538.61
Sum	\$107,034.31	\$4,338.00	\$111,372.31	\$77,888.29	\$33,484.02	\$308,610.00	\$342,094.02

Year 1998

<i>Month</i>	<i>District</i>	<i>Circuit</i>	<i>Revenue</i>	<i>Expense</i>	<i>Acct Balance</i>	<i>Jail Savings</i>	<i>Benefit to County</i>
1	\$5,947.00			\$3,696.48		\$17,185.00	
2	\$4,713.50			\$5,718.84		\$19,530.00	
3	\$4,836.00			\$6,235.00		\$15,855.00	
4	\$7,650.50			\$5,776.73		\$18,760.00	

5	\$4,959.00	\$7,508.33	\$18,760.00
6	\$2,948.50	\$8,505.34	\$17,955.00
7	\$9,098.50	\$2,716.28	\$17,955.00
8	\$6,372.00	\$6,445.70	\$18,760.00
9	\$7,861.00	\$4,810.00	\$17,955.00
10	\$7,963.00	\$8,060.66	\$18,760.00
11	\$9,435.19	\$6,532.48	\$24,990.00
Sum	\$71,784.19	\$66,005.84	\$206,465.00

WHAT DO YOUR EMPLOYEES EXPECT

Safe and Secure Work Environment – Employees need to feel safe from physical harm. As a court administrator you must do your best to create a safe work environment.

Since you can't be everywhere at once, try considering establishing a workplace safety team to gather input and direction from the employees.

Fair Wages & Benefits - Employees expect fair pay and good benefits for their efforts.

Make sure that your knowledgeable of wages and benefits being paid in both the public and private sector. Periodically gather wage and benefit information from comparable courts to see how your pay scale compares to other courts. If a case can be made for wage or benefit increase do your homework and be prepared to present factual data to support your position.

Personal and professional growth – Employees want to better themselves. However, often times they don't have the resources to find developmental programs. Some employees lack confidence and need encouragement to become involved in a developmental program. Employees will feel committed to the court when they perceive a commitment to them in the form of training, education and being a part of the team.

Take every opportunity to provide your employees with challenges that will give them the opportunity to contribute to the mission of the court. Allow employees to participate in the decision-making process when appropriate. Look for personal and professional training/education opportunities for employees. Consider speaking with your funding unit about creating a professional/career development program if one is not currently available

Consistency - Employees want consistent application of principles. Employees are most comfortable when they can validate what they know to be true. Inconsistent application of principles creates dissonance. The inconsistency will not only create dissonance for an individual but may create a discord between employees.

Make every effort to achieve consistency. Review written policies and procedures periodically for accuracy. Make written notes of decisions to ensure consistent application of the decision. Most of all, maintain a consistent demeanor. Employees would rather have a manager irritable all the time because they know what to expect instead of playing a guessing game.

Personal/Professional life balance - Almost all of your employees are not willing to sacrifice their personal lives to the court.

Think “outside of the box” and implement options such as telecommuting, flextime, job sharing and 10-hour workdays to create the personal/professional life balance.

REMEMBER THE 7 C'S OF CHANGE

Accepting change in the workplace is one thing; but managing it is a difficult and often confusing task. Whether you're mixing things up across the organization or just in your own department, you can keep the process clear in your mind by remembering the seven Cs of change:

1. **Communication.** Work constantly to tell everyone in your company what you're changing and why. Reinforce your vision over and over in meetings, memos, e-mail, and every other format so nobody has a chance to forget it.
2. **Coordination.** Everyone needs to be rowing in the same direction if your change effort is going to succeed. Help everyone on your team focus their efforts on the vision, and encourage them to work together in achieving it.
3. **Consideration.** Don't pretend that there's no stress involved. Even relatively minor changes can disrupt people's routines. Pay attention to employees' moods and feelings throughout the process, and let them know you understand.
4. **Commitment.** Everyone up and down the ladder of authority needs to be committed to the new order. Talk up the benefits of the change to subordinates and superiors so you can build support in both directions.
5. **Capabilities.** You've got to enhance people's skills and talents with training and experience, and also spread the word about your people's capabilities throughout the organization so everyone knows what resources are available.
6. **Connection.** Look for new ways to share information between departments so everyone has access to the same resources. An intranet, an e-mail list, or just a series of regular cross-departmental meetings can facilitate this effort.
7. **Community.** You need to build a sense of community throughout the organization. Try to show what your workers' self-interests have in common with the company's future by sharing information, including them in planning, and giving them the training, tools, and authority they need to do their jobs well.

"Piloting the seven C's of change," by Harvey Simkovitz, on the Innovative Management Solutions Web site

YOUR FIRST TASK AS A NEW MANAGER

GOAL – ESTABLISH A POSITIVE RELATIONSHIP WITH YOUR EMPLOYEES

OBJECTIVE: GET TO KNOW YOUR STAFF

ACTION PLAN: SCHEDULE INDIVIDUAL MEETINGS WITH EACH EMPLOYEE

1. Ask what do you specifically do for the court?
2. What are the things that prevent you from doing your job effectively?
3. What do you like the most about the court as it is today?
4. If you could change something about the court what would you change?
5. Describe what you would consider as the ideal workplace.

HOW CAN I MOTIVATE EMPLOYEES?

The most inexpensive and simplest way to motivate an employees is ...



SAYING
HI!

Taking time to say hello in the morning shows your employees that you value their presence.

THE GREAT ART OF NEGOTAITING

1. Be respectful and polite – Being polite not only demonstrates common courtesy, but it is a great building block for the formation of allies.
2. Think rationally, not emotionally – Negotiating is like playing chess. It is a mental game that requires developing and implementing strategy. Don't let your emotions take charge. The brain does not allow us to act rationally when our emotions are in charge.
3. Know your battles – Some battle's you just can't win. Don't expend time or resources on battles that can't be won. Rather focus on battles that are important to your and your prepared to fight and win.
4. Pick and choose your battles – Not every battle is worth fighting. Focus on the big picture and what is really important. Remember its strategy. Acquiescence should be part of the overall strategy.
5. Be prepared – Do your homework. Nothing is more convincing that factual data.
6. Be willing to seek assistance – Don't hesitate to contact other individuals for their knowledge and expertise. Often times you will find that you can't do it alone.
7. Be congenial. Nobody likes a lamenting loser or wallowing winner. People generally don't forget how you handle adversity and/or triumph because it speaks to your character.